

VERY SPECIAL ARTS FESTIVAL 2008
Information for Volunteers

GENERAL INFORMATION: Unless otherwise indicated, there will be three shifts for each volunteer position: 8:30 a.m. to 10:00 a.m.; 10:00 a.m. to 11:30 a.m.; 11:30 a.m. to 1:00 p.m. We would like each volunteer to be available for at least two shifts. If you have a schedule problem with any of those shifts, please indicate it on your sign-up sheet. Volunteers are assigned to at least two different tasks. You will be allotted time for your lunch and a personal visit to the Festival.

PARKING: Free parking will be provided at the Music Center garage at 135 North Grand Avenue. To ensure free parking, **YOU MUST TELL THE PARKING ATTENDANT THAT YOU ARE ATTENDING THE VERY SPECIAL ARTS FESTIVAL.**

MORNING SET-UP: A proper Plaza set-up is crucial to the success of the Festival. Volunteers are needed from 6:45 a.m. to approximately 9:00 a.m. to help with setting tables and chairs for the workshops, covering table workshops with plastic, and posting signs. Believe it or not, it is fun to be on the Plaza early in the morning. Coffee and muffins will be waiting for you!

FOOD: Lunch will be provided for professional performers, artists, and volunteers. School participants can bring their lunches and store them in the lunch area. Volunteers are needed to help store and distribute lunches beginning at 8:30 a.m. Volunteers are needed to label and distribute lunches to artists, performers, and volunteers. Lunches will be distributed from 11:30 a.m. to 1:00 p.m. Individuals must present tickets to receive lunches.

DISCO: The VSAF Disco will be open from 11:00 a.m. to 1:00 p.m. Adult supervision is needed to make sure all children observe the basic rules of safety. Volunteers are needed to encourage the more timid children to participate.

GREETING CHILDREN: As the children get off the buses, volunteers are asked to greet them and their teachers and make everyone feel welcome. Volunteers must be familiar with the locations of all Festival workshops, check-in areas, restrooms, etc., so that they can direct teachers and students.

If a school group is to perform, the teacher should be directed to the Performer Check-In table where she/he will receive appropriate instructions. Volunteers at Performance Check-In should then alert stage managers upon a school group's arrival. Volunteers will also be checking-in performers and workshop artists at the Performer Check-In table.

Greeting buses is essentially an early morning task, since most buses will have arrived by 11:00 a.m. Volunteers may wish to perform another task after they have finished greeting children.

PERSONAL ASSISTANCE: Occasionally teachers may need extra assistance for their students on site. Help may be needed to maneuver wheelchairs, to guide blind students or simply to offer general support to the teachers. Volunteers who perform this service find it to be especially rewarding on a personal level.

INFORMATION TABLE: Volunteers will sit at a table on the Plaza and provide information to all Festival attendees. They must be familiar with the VSAF program and the Plaza layout in order to direct guests and volunteers properly. They will also distribute VSAF buttons. Check-in is ongoing throughout the day.

The information table will also serve as a **Lost & Found** station and a **Lost Children** station. With the help of the Masters of Ceremonies' announcements, volunteers will return lost items and reunite children with guardians/teachers.

PERFORMER CHECK-IN: Volunteers will check in all performing groups from schools and alert stage manager upon a school group's arrival.

PERFORMING & VISUAL ARTS WORKSHOPS: Volunteers will help workshop leaders and students in a variety of ways: encourage timid or reluctant students to participate in the workshop activities (especially needed for the performing arts workshops); manage children in the workshop spaces; lay out art supplies for the visual artists; compliment children on their work; help with crowd control and act as a liaison between the artists and the Festival staff.

DISTRIBUTING PROGRAMS AND USHERING: Although VSAF programs will be available at the information table, some volunteers enjoy distributing programs throughout the site, and ushering in seated areas.

PLAZA CLEAN-UP/BREAKDOWN: The Festival is a glorious day, but the aftermath is far from romantic...between ten to twelve thousand people leave behind formidable stacks of trash. While facilities maintenance is ongoing, a considerable amount of trash lingers after the guests have gone. Will you please help during the festival or after the crowd has gone? We will need *a lot* of help taking down artwork, packing, etc.

Feel free to visit the Music Center's website for more information on the 29th Annual Very Special Arts Festival at www.musiccenter.org/education.

THANK YOU AND HAVE FUN!

Jodi Little
Volunteer Coordinator
(626) 445-3650 tel
(626) 462-1945 fax
jlittle916@aol.com

Lovey Sherman
Communications Chair
(323) 722-7994 tel
(323) 722-7277 fax
loveysherman@sbcglobal.net

Marie Westphalen
Volunteer Coordinator
(310) 821-0456 tel/fax
jazzymarie1@gmail.com